

<b>Job Title:</b>	HR Manager	<b>Position Type:</b>	Full Time / Non-Exempt
<b>Division:</b>	Finance / Customer Service	<b>Department:</b>	Finance
<b>Description of Work</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p><b>General Definition:</b> The HR Manager plans, organizes, and directs a variety of complex administrative, technical, and professional work of the human resources functions of the City. Provides leadership to the City in designing systems and developing policies for organizational effectiveness and employee satisfaction, including compensation and benefit systems, classification structures, recruitment, employee development and training, performance management, risk management/insurance, policy administration/compliance, and labor/employee relations.</p> <p><b>Supervision Received:</b> Work is performed under the supervision of the Finance Director or the direction of the City Manager.</p> <p><b>Supervision Exercised:</b> None</p> <p><b>Examples of Duties:</b> Courteously responding to employee inquiries, and maintaining appropriate level of security/internal controls and confidentiality. Effectively and accurately performs personnel duties for city employees to include: in processing and out-processing of all employees; conducting pre-employment checks; scheduling and maintaining records of pre-employment testing; posting advertising for employment positions. Effectively maintains all personnel records for city employees to include insurance, retirement, pre-employment testing, claims, leave, pay rate, promotion, benefits, complaints, compliments and disciplinary actions. Effectively serves as the liaison between employees and benefit providers, ensuring that employee questions are answered and the city receives the best coverage possible. Effectively handles and records employee claims including unemployment, works comp, insurance, FMLA, retirement. Manages website page for the HR department. Effectively handles any assigned special projects in a timely manner. Monitors and updates current employment laws and regulations to ensure compliance by the city. Process workers comp claims and any liability insurance claims. Maintains the City Personnel Policy Manual - distributing updates/trainings to all personnel as required. Performs other duties as assigned by the Finance Director and/or City Manager.</p> <p><b>MINIMUM QUALIFICATIONS</b></p> <p><b>Knowledge:</b> Knowledge of modern office practices and procedures; knowledge of data entry procedures; knowledge of City procedures and State laws governing processing of vendor invoices; knowledge of reporting requirements for various state agencies such as TMRS and TEC; knowledge of personnel practices and procedures including FMLA.</p> <p><b>Skills:</b> Skill in recording data; skill in making arithmetic calculations; skill in proofreading materials to ensure accuracy; skill in the use of a calculator with speed and accuracy; skill in the operation of computer terminals and peripheral equipment.</p> <p><b>Abilities:</b> Ability to organize data; ability to follow and present oral and written instructions; ability to apply established procedures to accounts payable functions; ability to apply research methods in reconciling accounts payable problems and inconsistencies; ability to establish and maintain effective working relationships; ability to communicate effectively with the public and coworkers; ability to obtain and retain eligibility for bonding. Read</p>			

and understand verbal and written job instructions and warning signs, labels, and devices. Lift and carry up to 30 pounds, and push and pull a minimum of 50 pounds of computer papers, records and/or supplies from storage areas. Operate personal computer, and other office machines such as calculator, printer, scanner, telephone systems, and copiers. Type forms, charts, statements, letters, and various other documents as required. Search files, assemble information, file and retrieve files, lift and carry supplies and/or working materials. Sit and stand for extended periods of time while doing word processing and filing. Be capable of performing all duties alone, safely, and without assistance due to small office environment and limited personnel manning. Ability to handle personnel procedures.

**Education:** Bachelor's degree in Human Resources Management, Business, or a closely related field from an accredited university is preferred.

**Experience:** A minimum of five (5) years' experience in a progressive human resources position is required. Municipal experience is highly preferred. Experience in personnel laws and procedures preferred.

**Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.**

**Licenses and Certificates:** Texas Class C driver's license and driving history acceptable to the City. PHR or SPHR certification from HRCI (HR Certification Institute) is highly preferred; or SHRM-CP or SHRM-SCP certification from Society of Human Resource Management.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.**

Job Description:	Finance / Customer Service	Revised:	October 1, 2023
------------------	----------------------------	----------	-----------------